



## Go-Mann Adventures, Isle of Man – Privacy notice

Go-Mann Adventures offers guided walks, tours and skills courses on the Isle of Man.

Go-Mann Adventures is owned by Dr Andrew Foxon and operated as a sole trader business registered on the Isle of Man.

Dr Andrew Foxon is the Data Controller and Processor of the personal information that participants provide to Go-Mann Adventures via the website, e-mail correspondence and on Registration Forms.

When Go-Mann Adventures collects your personal information we will:

- only collect what we need and no more
- keep your information secure
- tell you how we will use your information
- delete your information when it is no longer needed
- only process your information in line with rules set out in the [Data Protection Act 2018](#)

### Personal Information we need

When making a payment transaction for a guided walk, tour or skills course, we will require the following information to be entered into PayPal or associated by correspondence with a bank transfer:

- First & last name
- Billing Address & Delivery Address
- Contact details, including email address and phone numbers

Your card details are processed securely by a third-party payment provider (PayPal).

We do not have access to this information. Please see PayPal's Privacy Policy

<https://www.paypal.com/uk/webapps/mpp/ua/privacy-prev>

Once payment has been made, we will send you a Confirmation Email and a Registration Form, which constitutes the contract between us.

Additional personal information is required for each participant attending a guided walk, tour or skills course, to be entered onto the Registration Form, either digitally or printed:

- Name, contact details and home address of each participant
- Local accommodation address and contact details if different from the above
- Emergency contact name and phone number
- Current fitness information

- Walking experience
- Medical information, allergies, recent illnesses or special requirements (special category of personal data). This includes information about COVID-19 or symptoms of COVID-19.

### **Under 18s**

The above information will be collected about the person aged under 18 from their parent, legal guardian or responsible adult. Under 18s be accompanied by a parent, legal guardian or responsible adult on the guided walk, tour or skills course.

### **Why we need your personal information (contract of service)**

We process your personal information in order for us to enter into a contract with you and provide you with your chosen guided walk, tour or skills course. The reasons are as follows:

- To enter into a contract and provide the service you require (guided walk, tour or skills course), you need to provide payment and personal details so we can send you detailed information about your chosen walk, tour or course, including the Confirmation e-mail and Registration Form (which form the contract).
- We need to know who is attending our courses or walks so we can provide a safe and enjoyable outdoor experience for you. This means that we require personal details, emergency contact and health information to be completed and returned to us on the Registration Form. This also allows us to respond to and communicate with participants regarding questions, comments, support needs, complaints or concerns in relation to our guided walks, tours or skills courses. We may also send you feedback emails and photographs after the event.
- To comply with legal requirements for our own insurance and tax purposes.
- To meet the requirement of Isle of Man Public Health to maintain details of participants following activities as and when this is mandated.

You have the right to object to us using your personal information in certain circumstances. If you wish to object to any of the above processing, please contact us on [gomannadventures@gmail.com](mailto:gomannadventures@gmail.com) . If we agree and comply with your objection, this may affect our ability to enter into a contract with you or provide you with our services.

### **Why we need your personal information – marketing (consent)**

If you would like to receive e-mail marketing communications from us, we will ask you to opt-in to our database when we meet you on or following the guided walk, tour or skills course. You will simply need to sign an opt-in form, or use our online opt-in, to give Go-Mann Adventures consent to send you marketing emails. This database is held on Mailchimp and will not be shared with any third parties.

You may change your preferences at any time or request that we stop sending you e-mail marketing communications by clicking the 'unsubscribe' button at the bottom of the e-mail marketing communications we send.

### **Mountain Training and NNAS – Third Parties (contract of service)**

We provide courses accredited by Mountain Training England and by the National Navigation Award Scheme (NNAS). They require some personal information from you so they know who is attending the course in order that course reports can be completed and certificates issued. This is necessary to fulfil

the contract of service between us.

We will ask you to provide this personal information directly with either Mountain Training England or NNAS via their website. Your personal information will then be added to their online database (both managed by TahDah Verified Ltd). Go-Mann Adventures can access this information via their website in order to complete course reports; the information we can view is your name, date of birth, gender, e-mail, address, telephone, emergency contact, special requirements, Digital LogBook entries and feedback.

Mountain Training's Privacy Policy <http://www.mountain-training.org/privacy-policy>  
NNAS's Privacy Policy <https://nnas.org.uk/privacy-policy/>

### **Who we share your personal information with**

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety at Work Inspectorate, the Isle of Man Constabulary and the Isle of Man Safeguarding Board for the purposes of safeguarding children and vulnerable adults.

We may share personal information with Isle of Man Public Health to allow contact tracing if this is deemed necessary by them.

We may also share personal information with our insurers as well as our professional and legal advisors for the purposes of seeking advice, legal counsel or in the event of an insurance claim against us.

We may share a 'summary' of your personal information (name, emergency contact, walking experience, medical information) to freelance outdoor walk leaders, walk supporters and instructors who are assisting Andrew Foxon with a walk or course where group numbers require more than one leader or instructor. This information will be in printed format only and given to the freelance outdoor instructor in advance of or on the day of the guided walk, tour or skills course and collected back by him as Data Controller at the end of the guided walk, tour or skills course.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes. We only share personal information with Third Parties where it is legally required or is essential for us to fulfil our contract with you.

### **How we protect your personal information**

When you visit our website [www.go-mannadventures.com](http://www.go-mannadventures.com) you do so through secure servers (SSL). The use of Secure Socket Layer (SSL) means that all personal information is transmitted securely over the internet. Your personal information is then stored within the PayPal system (with two factor authentication), Andrew Foxon's computer (password protected) and may also be printed onto forms in guided walk, tour or skills course folders. If you have signed up for marketing information your personal information is stored within the MailChimp system (with two factor authentication). This information can only be accessed by Andrew Foxon for the purposes set out above. We do NOT have access to your credit card details.

### **How long we keep your personal information**

We will keep your personal information for 7 years (financial information and the contract between us) to comply with our legal requirements for insurance and tax purposes. After 7 years, this personal information will either be deleted (digital) or shredded (paper).

Within that period personal information will also be kept for two months to enable Isle of Man Environmental Health to use it for contact tracing if required.

### **Your rights**

You can exercise any of the following rights by writing to us at [gomannadventures@gmail.com](mailto:gomannadventures@gmail.com)

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Go-Mann Adventures will be considered under applicable data protection legislation and we will need to check your identity before taking any action. It may not be possible to delete all of your personal information before 7 years have elapsed from the time you made the booking for, or attended, a guided walk, tour or skills course since we are legally required to keep good financial records for tax purposes. We will reply within 30 days.

If you are not satisfied with Go-Mann Adventures’ processing of your personal data, you should notify Andrew Foxon via [gomannadventures@gmail.com](mailto:gomannadventures@gmail.com) . If you are still dissatisfied, you may complain to the Isle of Man Information Commissioner via [www.inforights.im](http://www.inforights.im).

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